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# A GUIDE TO TRACING YOUR FAMILY ANCESTORS

Don Washington
Author

Heather Washington
Editor

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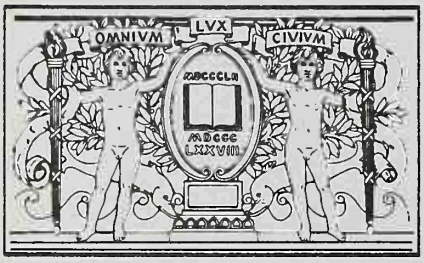


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*Don W. Washington*
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# I. INTRODUCTION

This book is written for the beginner! By following the basic outline of this book step by step, you can uncover many generations of lost ancestors, and in the process, learn a great deal about your roots.

Start by filling out the pedigree chart and family group sheets with as much information as you currently have. Next, follow the chapters as they appear in this book (Sources, Sample Documents, The Library, Archives, Addresses, and The Follow Through). Your family ancestral history will begin to unfold.

This book contains all of the addresses you need to write for all types of information including: where to rent books and microfilms, how to access computer information and microfilms on ancestry research which has already been completed, and a multitude of other addresses for specific information you need as you proceed along in tracing your family ancestry.

# II. USEFUL CHARTS

♦ **Filling Out the Pedigree Chart**

- Study the five-generation pedigree chart on the next page. At a glance, it will give you the names, births, marriages, and deaths of four generations of direct ancestors. The fifth generation is shown by name only, but each fifth-generation name is repeated as the first generation on the next consecutively numbered pedigree chart of that line. In that way, you can extend any family surname back as far as you are able to, and the numbering system will be simple to follow.

- Record each person's full name, capitalizing the entire surname. For example, QUICK, Philo Chauncey.

- Record the day, then month, then year, like this:
  10 December, 1861.

- Always record the smallest geographical area first.
  Columbia City, Indiana, Whitley County, Indiana becomes:
  Columbia City, Whitley County, Indiana.

# Family Pedigree Chart

chart ____

Compiler _____
Address _____

Person 1 on this chart is
person ___ on chart ___

b.= birth date m.= marriage date
p.= place of event d.= death

4
b. (father of 2)
b.p.
m.
d.
d.p.

2
b. (father of 1)
b.p.
m.
d.
d.p.

5
b. (mother of 2)
b.p.
m.p.
d.
d.p.

b.
b.p.
m.
d.
d.p.

6
b. (father of 3)
b.p.
m.
d.
d.p.

b. (mother of 1)
b.p.
m.p.
d.
d.p.

7
b. (mother of 3)
b.p.
m.p.
d.
d.p.

b. d. (spouse of 1)
b.p. d.p. m.p.

8
b. (father of 4)
b.p.
m.
d.
d.p.

9
b. (mother of 4)
b.p.
m.p.
d.
d.p.

10
b. (father of 5)
b.p.
m.
d.
d.p.

11
b. (mother of 5)
b.p.
m.p.
d.
d.p.

12
b. (father of 6)
b.p.
m.
d.
d.p.

13
b. (mother of 6)
b.p.
m.p.
d.
d.p.

14
b. (father of 7)
b.p.
m.
d.
d.p.

15
b. (mother of 7)
b.p.
m.p.
d.
d.p.

16 Father of 8 cont. on chart ___
17 Mother of 8 cont. on chart __
18 Father of 9 cont. on chart __
19 Mother of 9 cont. on chart __
20 Father of 10 cont. on chart __
21 Mother of 10 cont. on chart __
22 Father of 11 cont. on chart __
23 Mother of 11 cont. on chart __
24 Father of 12 cont. on chart ___
25 Mother of 12 cont. on chart __
26 Father of 13 cont. on chart __
27 Mother of 13 cont. on chart __
28 Father of 14 cont. on chart __
29 Mother of 14 cont. on chart __
30 Father of 15 cont. on chart __
31 Mother of 15 cont. on chart __

# *USEFUL CHARTS*

## FAMILY GROUP SHEET

| Husband | | | |
|---|---|---|---|
| Name | | | |
| Born | | City | |
| County | | State/Zip | |
| Died | | City | |
| County | | State/Zip | |
| Buried (Cemetery) | | City | |
| County | | State/Zip | |

| Wife | | | |
|---|---|---|---|
| Name* | | | |
| Born | | City | |
| County | | State/Zip | |
| Died | | City | |
| County | | State/Zip | |
| Buried (Cemetery) | | City | |
| County | | State/Zip | |

| Marriage Information | | | |
|---|---|---|---|
| Ceremony Location | | | |
| Date | | City | |
| County | | State/Zip | |
| Couple's Address | | | |
| Apartment Number | | City | |
| County | | State/Zip | |

| Children of this Marriage** | |
|---|---|
| Include all of the following information:<br><br>Full Name*, Sex, Birth Date, Birth Place (City, County, State/Country, Zip Code) | |
| First Child | |

| FAMILY GROUP SHEET | | | |
|---|---|---|---|
| | | | |
| Second Child | | | |
| | | | |
| Third Child | | | |
| | | | |
| Fourth Child | | | |
| | | | |
| Fifth Child | | | |
| | | | |
| Sixth Child | | | |
| | | | |
| Seventh Child | | | |
| | | | |
| Eighth Child | | | |
| Extended Family Information | | | |
| Husband's Father | | | |
| Born | | City | |
| County | | State/Zip | |
| Husband's Mother* | | | |
| Born | | City | |
| County | | State/Zip | |
| Wife's Father | | | |
| Born | | City | |
| County | | State/Zip | |
| Wife's Mother* | | | |
| Born | | City | |
| County | | State/Zip | |
| Compiler's Information | | | |
| Name | | | |
| Address | | | |
| Born | | City | |
| County | | State/Zip | |

* If known, include maiden name

** Also include any children's marriages, the maiden name of the wife's of children and any grandchildren born to children

# III. SOURCES

♦ **Family Sources**

The following is a list of family sources which you should exhaust for information prior to going to outside sources:

- Baptism and christening records
- Bibles - family bibles often have birth and death information recorded in them
- Court records - family copies of divorce, real estate, and other legal transactions are found here
- Cemetery records - plats, deeds, etc.
- Employment - articles, awards, check stubs, papers, etc.
- Grade cards, diplomas, certificates
- Interviewing relatives
- Letters, diaries
- Marriage and death papers
- Military discharge papers
- Newspaper articles
- Photographs
- Tax returns, receipts
- Wills, mortgages, and other similar records

# SOURCES

♦ **Using the Courthouse as a Source of Ancestor Information**

In the following section of this book you will find sample copies of letters that can be sent to the court house of the county in which your ancestor resided. For a modest fee, court house employees will search for birth, death, marriage, land, and will records. They will photocopy their findings and send them to you. You can obtain a considerable amount of information this way.

On page 12 you will find a copy of a blank Illinois death certificate. A review of this document will show the date of birth and death, the hospital used at the time of death, the patient's social security number, occupation, and residence, the parents' names and address, the cause of death, the doctor, the burial site, the funeral director's name and address, etc.

Two publications, Where to Write for Birth and Death Certificates and Where to Write for Marriage and Divorce Records, will give you the precise addresses of every American County's source of vital records. Each booklet costs $3.50 and can be obtained from:

U.S. Government Printing Office
Superintendent of Public Documents
Washington, D.C. 20402

As a general rule, the county recorder's office is where you write for copies of deeds, mortgages, and recorded discharges of military service. The county clerk's office is a source of information on wills, law suits, and marriage license application records. Birth and death records may be obtained in either the County Clerk's Office, the County Health Officer's Office or other offices serving similar functions.

# IV. SAMPLE DOCUMENTS

## SAMPLE LETTER: COUNTY CLERK

(Your Name)

(Your Complete Address)

(Date)

(Addressee's Name, if known)
(Addressee's Title, if known*)
(Address's Complete Address)

**or**

(Organization's Name)
(Organization's Address)
(Attn: Fill-In Title*)

Dear (Addressee's Name/Sir/Madam): **or** To Whom It May Concern:

I am searching for **any** information available about my ancestor, (fill-in ancestor's name here). I am hoping such information may exist somewhere in your records. Listed below is/are the record(s) I am particularly interested in. Please search for the requested record(s) and advise me of the cost of purchasing a copy of the completed file(s)/record(s). Enclosed is a self-addressed, stamped envelope for this purpose.

| **Requested Record(s)** | **Approximate Time Period** |
|---|---|
| ( ) Chancery Court Records | |
| ( ) Court of Common Pleas | |
| ( ) Deed(s), Lease(s), or Mortgage(s) | |
| ( ) Estate Administration(s) | |
| ( ) Guardianship Records | |
| ( ) Orphan's Court Records | |
| ( ) Will(s) | |

I greatly appreciate any assistance you may offer. If you have any questions or require additional information, please contact me at (fill-in telephone number).

Sincerely,

(Your Signature)

(Your Name - Printed)

**(*If unknown, select whichever title/position is the most appropriate: County Clerk, Registrar of Deeds, Probate Court Clerk, Superior Court Clerk, Prothonotary, or Surrogate Court Clerk.)**

# *SAMPLE LETTER: COUNTY CLERK*

(Your Name)

(Your Complete Address)

(Date)

(Addressee's Name, if known)
(Addressee's Title, if known*)
(Address's Complete Address)

**or**

(Organization's Name)
(Organization's Address)
(Attn: Fill-In Title*)

Dear (Addressee's Name/Sir/Madam): **or** To Whom It May Concern:

I am searching for **any** information available about my ancestor, (fill-in ancestor's name here). I am hoping such information may exist somewhere in your records. Listed below is/are the record(s) I am particularly interested in. Please search for the requested record(s) and advise me of the cost of purchasing a copy of the completed file(s)/record(s). Enclosed is a self-addressed, stamped envelope for this purpose.

Subject's Father _____
Subject's Mother _____

| **Documents** | **Date/Place** |
|---|---|
| ( ) Birth | |
| ( ) Marriage | |
| ( ) Divorce | |
| ( ) Death Certificate | |

I greatly appreciate any assistance you may offer. If you have any questions or require additional information, please contact me at (fill-in telephone number).

Sincerely,

(Your Signature)

(Your Name - Printed)

**(*If unknown, select whichever title/position is the most appropriate: State Vital Records, City or County Clerk.)**

# *SAMPLE ABSTRACT: DEED*

♦ **Record of Deed Abstract**

**DEED of** (Grantor of Grantee) _____

**Location** (Town, County, State; Court House or Other; Date Found)

**Book** _____ **Page** _____

**Grantor(s)** _____ **Residence** _____

**Grantor(s)** _____ **Residence** _____

**Status** _____

**Date Signed** _____ **Acknowledged** _____

**Recorded** _____

**Consideration** _____

**Description of Property** _____

_____

_____

_____

_____

**Witnesses** _____

**Signed with Full Name** _____ **By Mark** _____

**Have a Copy of Original** _____

**Have Photocopy of Recording** _____

**Notes** _____

_____

_____

_____

# *SAMPLE ABSTRACT: WILL*

♦ **Record of Will Abstract**

**WILL of** _____

**Location** (Town, County, State) _____

**Will Book** _____ **Page/Folio** _____

**Date Signed** _____ **Date Entered** _____

**Residence of Decedent** _____

**Status and State of Health, if given** _____

**Special Provisions** _____

_____

**Bequests, with restrictions if any** _____

_____

_____

_____

**Witnesses** _____

**Decedent Signed by Mark** _____ **By Signature** _____

**Proved By** _____

**Executor(s)** _____

**Other Documents Associated with this Estate** _____

_____

**Have Copy of Original** _____

**Have Photocopy of Recording** _____

**Notes** _____

_____

# SAMPLE DEATH CERTIFICATE

DECEDENT'S BIRTH NO.

REGISTRATION DISTRICT NO.

REGISTERED NUMBER

STATE OF ILLINOIS

STATE FILE NUMBER

## MEDICAL CERTIFICATE OF DEATH

*Type or Print in PERMANENT INK See Funeral Directors, Hospital, or Physicians Handbook for INSTRUCTIONS*

**DECEASED**

DECEDENT–*NAME* FIRST MIDDLE LAST | 1. | SEX | 2. | DATE OF DEATH (MONTH, DAY, YEAR) | 3.

COUNTY OF DEATH | 4. | AGE–LAST BIRTHDAY (YRS) | 5a. | UNDER 1 YEAR MOS | 5b. | DAYS | UNDER 1 DAY HOURS | 5c. | MIN | DATE OF BIRTH (MONTH, DAY, YEAR) | 5d.

A CITY, TOWN, TWP, OR ROAD DISTRICT NUMBER | 6a. | HOSPITAL OR OTHER INSTITUTION–NAME (IF NOT IN EITHER, GIVE STREET AND NUMBER) | 6b. | IF HOSP, OR INST, INDICATE D O A., OP/EMER, RM, INPATIENT (SPECIFY) | 6c.

B BIRTHPLACE (CITY AND STATE OR FOREIGN COUNTRY) | 7. | MARRIED, NEVER MARRIED, WIDOWED, DIVORCED (SPECIFY) | 8a. | NAME OF SURVIVING SPOUSE (MAIDEN NAME, IF WIFE) | 8b. | WAS DECEASED EVER IN U.S ARMED FORCES? (YES/NO) | 9.

C SOCIAL SECURITY NUMBER | 10. | USUAL OCCUPATION | 11a. | KIND OF BUSINESS OR INDUSTRY | 11b. | EDUCATION (SPECIFY ONLY HIGHEST GRADE COMPLETED) Elementary/Secondary (0-12) | 12. | College (1-4 or 5 + )

D RESIDENCE (STREET AND NUMBER) | 13a. | CITY, TOWN, OR ROAD DISTRICT NO. | 13b. | INSIDE CITY (YES/NO) | 13c. | COUNTY | 13d.

E STATE | 13e. | ZIP CODE | 13f. | RACE (WHITE, BLACK, AMERICAN INDIAN, etc.) (SPECIFY) | 14a. | OF HISPANIC ORIGIN? (SPECIFY NO OR YES–IF YES, SPECIFY CUBAN, MEXICAN, PUERTO RICAN, etc.) | 14b. ☐ NO ☐ YES SPECIFY:

**PARENTS**

FATHER–*NAME* FIRST MIDDLE LAST | 15. | MOTHER–*NAME* FIRST MIDDLE LAST | 16.

1 INFORMANT'S NAME (TYPE OR PRINT) | 17a. | RELATIONSHIP | 17b. | MAILING ADDRESS (STREET AND NO. OR R.F.D., CITY OR TOWN, STATE, ZIP) | 17c.

**CAUSE**

18. PART I. Enter the diseases, injuries, or complications that caused the death. Do not enter the mode of dying, such as cardiac or respiratory arrest, shock, or heart failure. List only one cause on each line. | APPROXIMATE INTERVAL BETWEEN ONSET AND DEATH

2 Immediate Cause (Final disease or condition resulting in death) → (a)

3 CONDITIONS, IF ANY WHICH GIVE RISE TO IMMEDIATE CAUSE (a) STATING THE UNDERLYING CAUSE LAST. DUE TO, OR AS A CONSEQUENCE OF (b)

DUE TO, OR AS A CONSEQUENCE OF (c)

4 PART II. Other significant conditions contributing to death but not resulting in the underlying cause given in PART I. | AUTOPSY (YES/NO) | 19a. | WERE AUTOPSY FINDINGS AVAILABLE PRIOR TO COMPLETION OF CAUSE OF DEATH? (YES NO) | 19b.

5 DATE OF OPERATION, IF ANY | 20a. | MAJOR FINDINGS OF OPERATION | 20b. | IF FEMALE, WAS THERE A PREGNANCY IN PAST THREE MONTHS? | 20c. YES ☐ NO ☐

N I (DID) (DID NOT) ATTEND THE DECEASED AND LAST SAW HIM/HER ALIVE ON (MONTH, DAY, YEAR) | 21a. | WAS CORONER OR MEDICAL EXAMINER NOTIFIED? (YES/NO) | 21b. | HOUR OF DEATH | 21c. M.

P **CERTIFIER**

TO THE BEST OF MY KNOWLEDGE, DEATH OCCURRED AT THE TIME, DATE AND PLACE AND DUE TO THE CAUSE(S) STATED. | DATE SIGNED (MONTH, DAY, YEAR) | 22b.

22a. SIGNATURE ▶

NAME AND ADDRESS OF CERTIFIER (TYPE OR PRINT) | 22c. | ILLINOIS LICENSE NUMBER | 22d.

NAME OF ATTENDING PHYSICIAN IF OTHER THAN CERTIFIER (TYPE OR PRINT) | 23. | NOTE: IF AN INJURY WAS INVOLVED IN THIS DEATH THE CORONER OR MEDICAL EXAMINER MUST BE NOTIFIED.

**DISPOSITION**

BURIAL, CREMATION, REMOVAL (SPECIFY) | 24a. | CEMETERY OR CREMATORY–*NAME* | 24b. | LOCATION CITY OR TOWN STATE | 24c. | DATE (MONTH, DAY, YEAR) | 24d.

FUNERAL HOME NAME STREET AND NUMBER OR R.F.D. CITY OR TOWN STATE ZIP | 25a.

FUNERAL DIRECTOR'S SIGNATURE | 25b. ▶ | FUNERAL DIRECTOR'S ILLINOIS LICENSE NUMBER | 25c.

LOCAL REGISTRAR'S SIGNATURE | 26a. ▶ | DATE FILED BY LOCAL REGISTRAR (MONTH, DAY, YEAR) | 26b.

VR200 (Rev. 1/89) Illinois Department of Public Health – Office of Vital Records (BASED ON 1989 U.S. STANDARD CERTIFICATE)

# SAMPLE CENSUS DOCUMENTS

## EXTRACT FROM 1800 OR 1810 CENSUS

State_____ County or Parish_____ Township, Ward or Beat_____ Post Office_____

Index compiled by_____ Extract by_____ Date of Enumeration_____ Publication No._____ Reel No._____

| Page | Names of heads of families | Free white persons, including heads of families | | | | | | | | | | All other free persons except Indians | Slaves |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Males | | | | | Females | | | | | | |
| | | To 10 | 10–16 | 16–26 | 26–45 | 45 up | To 10 | 10–16 | 16–26 | 26–45 | 45 up | | |
| | | | | | | | | | | | | | |

## EXTRACT FROM 1820 CENSUS

State_____ County or Parish_____ Township, Ward or Beat_____ Post Office_____

Index compiled by_____ Extract by_____ Date of Enumeration_____ Publication No._____ Reel No._____

| Page | Head of family | Residence | Males | | | | | | Females | | | | | Foreigners not naturalized | No. persons engaged in: | | | Slaves | | | | | | | | Free colored persons | | | | | | | | All other persons |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | Males | | | | Females | | | | Males | | | | Females | | | | |
| | | | To 10 | 10–16 | 16–18 | 16–26 | 26–45 | 45 up | To 10 | 10–16 | 16–26 | 26–45 | 45 up | | Agriculture | Commerce | Manufacture | To 14 | 14–26 | 26–45 | 45 up | To 14 | 14–26 | 26–45 | 45 up | To 14 | 14–26 | 26–45 | 45 up | To 14 | 14–26 | 26–45 | 45 up | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



## EXTRACT FROM 1830 OR 1840 CENSUS

State_____ County or Parish_____ Township, Ward or Beat_____ Post Office_____

Index compiled by_____ Extract by_____ Date of Enumeration_____ Publication No._____ Reel No._____

| Page | Names of heads of families | Free white persons, including heads of families | | | | | | | | | | | | | | | | | | | | | | Employment — Pensioners | Impairment — Schools |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Males | | | | | | | | | | | Females | | | | | | | | | | | | |
| | | To 5 | 5–10 | 10–15 | 15–20 | 20–30 | 30–40 | 40–50 | 50–60 | 60–70 | 70–80 | 80–90 | 90–100 | To 5 | 5–10 | 10–15 | 15–20 | 20–30 | 30–40 | 40–50 | 50–60 | 60–70 | 70–80 | 80–90 | 90–100 | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |

# SAMPLE CENSUS DOCUMENTS

## EXTRACT FROM 1850 CENSUS

State_____ County or Parish_____ Township, Ward or Beat_____ Post Office_____

Index compiled by_____ Extract by_____ Date of Enumeration_____ Publication No._____ Reel No._____

| Page | Dwelling No. | Family No. | Names | Age | Sex | Color | Occupation, etc. | Value of real estate | Birthplace | Married within year | School within year | Cannot read or write | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | |



## EXTRACT FROM 1860 CENSUS

State_____ County or Parish_____ Township, Ward or Beat_____ Post Office_____

Index compiled by_____ Extract by_____ Date of Enumeration_____ Publication No._____ Reel No._____

| Page | Dwelling No. | Family No. | Names | Age | Sex | Color | Occupation, etc. | Value of real estate | Value of personal property | Birthplace | Married in year | School in year | Cannot read or write | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | |

# SAMPLE CENSUS DOCUMENTS

## EXTRACT FROM 1870 CENSUS

State_____ County or Parish_____ Township, Ward or Beat_____ Post Office_____

Index compiled by_____ Extract by_____ Date of Enumeration_____ Publication No._____ Reel No._____

| Page | Dwelling No. | Family No. | Names | Age | Sex | Color | Occupation, etc. | Value of real estate | Value of personal property | Birthplace | Father foreign born | Mother foreign born | Month born in year | Month married in year | School in year | Cannot read | Cannot write | Impairment | Males eligible to vote | Males ineligible to vote |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | | | |

1

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## EXTRACT FROM 1880 CENSUS

State_____ County or Parish_____ Township, Ward or Beat_____ Sup. Dist. No._____ Enum. Dist. No._____

Index compiled by_____ Extract by_____ Date of Enumeration_____ Publication No._____ Reel No._____

| Page | Dwelling No. | Family No. | Names | Color | Sex | Age prior to June 1st | Month of birth if born in census year | Relationship to head of house | Single | Married | Widowed/Divorced | Married in census year | Occupation | Miscellaneous | Cannot read | Cannot write | Place of birth | Place of birth of father | Place of birth of mother |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | | |

# SAMPLE CENSUS DOCUMENTS

## EXTRACT FROM 1900 CENSUS

State_____ County or Parish_____ Township, Ward or Beat_____ Street_____

Index compiled by_____ Extract by_____ Date of Enumeration_____ Publication No._____ Reel No._____

| Enumeration district | House No. | Sheet | Line | Names | Relationship to head of house | Color | Sex | Month and year of birth | Age | Marital status | Years married | Mother of how many children | No. of these children living | Person's birthplace | Father's birthplace | Mother's birthplace | Year of immigration | No. of years in U.S. | Naturalized | Occupation | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | | | | |



## EXTRACT FROM 1910 CENSUS

Extract by _____

State _____ County or Parish _____ Township, Ward or Beat _____ Incorporated Place _____

Enumeration District _____ Date of Enumeration _____ Enumerator _____ Publication No. _____ Reel No. _____

| House No. | Dwelling No. | Family No. | Name of person whose abode on April 15 was with this family. Children born after, omitted. | Relationship to head of family | Sex | Color/Race | Age | Marital Status | Years married | Mother of how many children | No. of these children living | Person's birthplace | Father's birthplace | Mother's birthplace | Year of immigration | Naturalized/Alien | English/ Language | Occupatioo | Industry Establishment | Emp/W/OA | Employee out of work | | Education | | | Home Ownership | | | | U-C Vet. Army/Navy | Blind both eyes | Deaf and Dumb |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | | | | April 15, 1910 | Weeks during 1909 | Read | Write | School since Sep. 1, 1909 | Owned/ Rented | Free of mortgage | Farm/ House | Schedule Number | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

# V. THE LIBRARY AS A SOURCE

- **Using Libraries**

Ask your librarian to give you a brief tour of the local library. Even if you are familiar with the basic indexing techniques, the librarian can update you on recent genealogical publications.

To start your research, familiarize yourself with the card catalog. Using alphabetical indexing by author, subject and title, this system lists every book the library owns. For more information, refer to the "See Also" card, which will guide you to other related subjects.

If you are in a library located in your ancestor's community, check the card catalog for a book referring to those ancestors. Also search for books about the local area and state under the subheadings "Genealogy" and "History". There is a good chance that you might find your family links mentioned in these documents.

If the library used the Dewey Decimal System, use this to your advantage. Shelves numbered 929 contain how-to books on biographies and genealogies. You will also find helpful books on heraldry, nobility, and surnames.

Section 970 contains works on local, county, state, and country histories. (For a quick reference to some of these books, see the bibliography at the end of this book.)

# *THE LIBRARY AS A SOURCE*

## RESEARCH LIBRARIES

| | |
|---|---|
| **Alabama** | |
| Institute of Genealogical and Historical Research<br>Samford University Library<br>800 Lakeshore Drive<br>Birmingham, AL 35208 | |
| **California** | |
| Genealogical Research Center<br>Dept. of Special Collections<br>San Francisco Public Library<br>Civic Center<br>San Francisco, CA 94102 | Hunting Library<br>1161 Oxford Road<br>San Marino, CA 91108 |
| Los Angeles Public Library<br>630 West Fifth Street<br>Los Angeles, CA 90017 | Sutro Library<br>San Francisco State University<br>480 Westminster Drive<br>San Francisco, CA 94132 |
| **Colorado** | |
| Denver Public Library<br>1357 Broadway<br>Denver, CO 80203 | |
| **District of Columbia** | |
| National Society of Daughters of the American Revolution<br>1776 D Street N.W.<br>Washington, DC 20006 | Genealogical Department<br>Library of Congress<br>Washington, DC 20540 |
| National Genealogical Society Library<br>1921 Sunderland Place NW<br>Washington, DC 20036 | Folger Shakespeare Library<br>201 East Capitol Street<br>Washington, DC 20003 |
| **Georgia** | |
| Atlantic Public Library<br>126 Carnegie Way NW<br>Atlanta, GA 30303 | |
| **Hawaii** | |
| DAR Memorial Library<br>1914 Makiki Heights Drive<br>Honolulu, HI 96822 | |

| RESEARCH LIBRARIES | |
|---|---|
| **Illinois** | |
| Newberry Library<br>60 West Walton Street<br>Chicago, IL 60610 | |
| **Indiana** | |
| Fort Wayne Public Library<br>900 Webster Street<br>Fort Wayne, IN 46802 | |
| **Kentucky** | |
| Filson Club Library<br>118 West Breckenridge Street<br>Louisville, KY 40202 | |
| **Louisiana** | |
| New Orleans Public Library<br>Genealogy Section<br>219 Loyola Avenue<br>New Orleans, LA 70140 | |
| **Maryland** | |
| George Peabody Collection<br>Enoch Pratt Free Library<br>400 Cathedral Street<br>Baltimore, MD 21062 | |
| **Massachusetts** | |
| American Antiquarian Society<br>185 Salisbury Street<br>Worcester, MA 01609 | Boston Athenean<br>10½ Beacon Street<br>Boston, MA 02108 |
| Boston Public Library<br>P.O. Box 286<br>Boston, MA 02117 | New England Historic and<br>Genealogical Society Library<br>101 Newbury Street<br>Boston, MA 02116 |
| Yenching Institute<br>Harvard University<br>Cambridge, MA 02138 | |
| **Michigan** | |
| Burton Historical Library<br>Detroit Public Library<br>5201 Woodward Avenue<br>Detroit, MI 48202 | |
| **Nebraska** | |
| Nebraska DAR Library<br>202 West 4th Street<br>Alliance, NE 69301 | |

| RESEARCH LIBRARIES | |
|---|---|
| **New York** | |
| Columbia University<br>East Asian Library<br>116th Street and Broadway<br>New York, NY 10027 | New York City Public Library<br>Local History and Genealogy<br>Division<br>Fifth Avenue and 42nd Street<br>New York, NY 10018 |
| Roswell P. Flower<br>Genealogy Flower<br>229 Washington Street<br>Watertown, NY | |
| **Ohio** | |
| Case Western Reserve<br>University Libraries<br>11161 East Boulevard<br>Cleveland, OH 44106 | Cleveland Public Library<br>325 Superior Avenue<br>Cleveland, OH 44114 |
| **Oklahoma** | |
| State DAR Library<br>Historical Building<br>Oklahoma City, OK 73102 | |
| **Oregon** | |
| Portland Genealogical Forum<br>Neighbors of Woodcraft Building<br>1410 SW Morrison<br>Portland, OR 97205 | |
| **Pennsylvania** | |
| Free Library of Philadelphia<br>Logan Square<br>Philadelphia, PA 19141 | |
| **South Carolina** | |
| South Carolina Library<br>University of South Carolina<br>Columbia, SC 29201 | |
| **Texas** | |
| Dallas Public Library<br>Texas Historic and Genealogical<br>Department<br>1954 Commerce Street<br>Dallas, TX 75201 | Genealogical Research Library<br>4524 Edmondson Avenue<br>Dallas, TX 75205 |
| **Utah** | |
| Genealogical Society of Utah<br>50 East North Temple Street<br>Salt Lake City, UT 84150 | Genealogical Helper Library<br>Everton Publishers, Inc.<br>3223 South Main Street<br>Nibley, UT 84321 |

| RESEARCH LIBRARIES | |
|---|---|
| Genealogy and Microforms<br>Library<br>Harold B. Lee Library<br>Brigham Young University<br>Provo, UT 84602 | |
| **Vermont** | |
| Genealogical Library<br>Bennington Museum<br>Bennington, VT 05201 | |
| **Washington** | |
| Seattle Public Library<br>1000 Fourth Avenue<br>Seattle, WA 98104 | |

- **Federal Census, Records and Archives**

**Finding your ancestors through the Federal Census and other federal records and archives:**

You can find bound printed indexes on the census microfilm from 1790 through 1890 in many local libraries, and certainly in all of the research libraries and state archives whose addresses are listed in chapter VI of this book.

These indexes are by state and organized with the last name of the family listed alphabetically. The county and township will be listed after the person's name. By accessing microfilm, you will find additional information such as the children's names and ages in the censuses from 1850 to the present. You can also rent this microfilm from companies that are listed in this book under "Helpful Addresses for Specific Information". You can use the microfilm reader in your public library.

Due to the Privacy Act of 1974, the census for the past 75 years is not released for general public use. You can write to the Bureau of the Census, Pittsburgh, KS 66762. This organization will send you a form. After you have certified the person is your ancestor, you can purchase, for $4.00, a copy of the census from 1920 to the present showing your ancestor.

You should consider the following characteristics on the various censuses. The 1850 census was the first to list the names of all members of the household, occupation and the value of the real estate owned. The 1850 and 1860 censuses lists the schedules of slaves. The 1870 index is the first to list African-Americans, American Indians, and Chinese by name. The 1880 census was the first to list the birthplace of each person listed. The 1890 census was burned. Only about ten percent was saved and is currently available for research use. The 1880, 1900 and 1910 censuses are based on a system which is called

♦ **Federal Census, Records and Archives, Cont.**

Soundex. This system uses the sound of the surname as well as the first letter.

For information on an ancestor's naturalization you should write to:

Naturalization Service
119 D Street, NW
Washington, D.C. 20536

Request the N-585 Form.

For information on ancestors with military records from World War I to the present, write to:

National Personnel
Records Center
9700 Page Boulevard
St. Louis, MO 63132

For information on ancestors with military records from the Revolutionary War, Civil War, etc., write to:

The National Archives
Washington, D.C. 20409

Request the NATF Form 80.

# VI. ARCHIVES

♦ **Partial List of Military Records at the National Archives**

- Regular Army Service Records, 1800-1912
- Commissioned Army Officer Records, 1805-1917
- Commissioned Navy Records, 1794-1930
- Marine Officer Records, 1798-1941
- Army Officer Correspondence to the Adjutant General's Office, 1805-1917
- Army Muster Rolls, 1784-1912
- Register of Army Commissions, 1792-1899
- Civil War Staff Officers
- Military Histories of Officers, 1789-1903
- United States Military Academy Records, 1805-1917
- Records of Annapolis Appointees, 1862-1922
- Army Enlistment Paper for Enlisted Men, 1800-1922
- Marine Enlisted Service Records, 1798-1919
- Books, Manuscripts, and Photostats Relating to Soldiers, Wagon Masters, and Others 1775-1798
- Pay Records
- Payrolls of vessels, 1798-1844

- **Partial List of Military Records at the National Archives Cont.**
  - Records of the War of 1812
  - Records of the Indian Wars, 1817-1858
  - Records of the Mexican War, 1846-1848
  - Records of Naval Apprentices (Boys Aged 13 - 18), 1837-1889
  - Records of the Civil War, 1861-1865
  - Records of the Spanish-American War, 1899-1901
  - Records of the Philippine Insurrection, 1899-1903
  - Prisoner of War Records
  - Civil War Draft Records
  - Burial Records of Soldiers, 1862-1939
  - Service Files for Revenue Cutter and Life-Savings Services and the Bureau of Lighthouses (Became known as the Cost Guard in 1915), 1791-1929

# *ARCHIVES*

| Federal Archives |
|---|
| **Records for Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee** |
| Atlanta Federal Archives and Records Center<br>1557 St. Joseph Avenue<br>East Point, GA 30344 |
| **Records for Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont** |
| Boston Federal Archives and Records Center<br>380 Trapelo Road<br>Waltham, Massachusetts 02154 |
| **Records for Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming** |
| Denver Federal Archives and Records Center<br>Building 48<br>Denver Federal Center<br>Denver, CO 80225 |
| **Records for Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin** |
| Chicago Federal Archives and Records Center<br>7358 South Pulaski Road<br>Chicago, IL 60629 |
| **Records for Arkansas, Louisiana, New Mexico, Oklahoma, and Texas** |
| Fort Worth Federal Archives and Records Center<br>4900 Hemphill Street<br>Fort Worth, TX 76115<br><br>Includes a special collection of Indian records. |
| **Records for Iowa, Kansas, Missouri, and Nebraska** |
| Kansas City Federal Archives and Records Center<br>2306 East Bannister<br>Kansas City, MO 64131 |
| **Records for Arizona, Southern California, and Clark County, Nevada** |
| Los Angeles Federal Archives and Records Center<br>24000 Avila Road<br>Laguna Niguel, CA 92677 |

| Federal Archives |
| --- |
| **Records for New Jersey, New York, Puerto Rico, and the Virgin Islands** |
| New York Federal Archives and Records Center<br>Building 22-MOT Bayonne<br>Bayonne, NJ 07002 |
| **Records for Delaware, Pennsylvania, District of Columbia, Maryland, Virginia, and West Virginia** |
| Philadelphia Federal Archives and Records Center<br>5000 Wissahickon Avenue<br>Philadelphia, PA 19144 |
| **Records for Northern California, Hawaii, Nevada except Clark County* and Territories in the Pacific** |
| San Francisco Federal Archives and Records Center<br>1000 Commodore Drive<br>San Bruno, CA 94066<br><br>Includes special material pertaining to American Samoans |
| Seattle Federal Archives and Records Center<br>6125 Sand Point Way, NE<br>Seattle, WA 98115 |

* **For Clark County see "Records for Arizona, Southern California, and Clark County, Nevada.**

# *ARCHIVES*

| State Historical Archives |
|---|
| **Alabama Department of Archives and History**<br>624 Washington Avenue<br>Montgomery, AL 36104 |
| **Alaska Historical Library**<br>Pouch G<br>Division of State Libraries<br>Juneau, AK 99801 |
| **Arizona State Department of Library, Archives, and Public Records**<br>3rd Floor, State Capitol<br>Phoenix, AZ 85007 |
| **Arkansas Historical Commission**<br>300 West Markham Street<br>Little Rock, AR 72201 |
| **California State Archives**<br>1020 "O" Street<br>Sacramento, CA 95814 |
| **Colorado Division of State Archives and Public Records**<br>1313 Sherman Street<br>Denver, CO 80203 |
| **Connecticut State Library**<br>231 Capitol Avenue<br>Hartford, CT 06115 |
| **Delaware Division of Historical and Cultural Affairs Hall of Records**<br>Dover, DE 19901 |
| **Florida Division of Archives, History, and Records Management**<br>R.A. Gray Building<br>Pensacola and Bronough Streets<br>Tallahassee, FL 32304 |
| **Georgia Department of Archives and History**<br>330 Capitol Avenue<br>Atlanta, GA 30334 |
| **Hawaii State Archives**<br>Iolani Palace Grounds<br>Honolulu, HI 96813 |

| State Historical Archives |
| --- |
| **Idaho State Historical Society**<br>610 North Julia Davis Drive<br>Boise, ID 83706 |
| **Illinois State Archives**<br>Archives Building<br>Springfield, IL 62756 |
| **Indiana State Library**<br>140 North Senate Drive<br>Indianapolis, In 46204 |
| **Iowa Division of Historical Museum and Archives**<br>East 12th Street and Grand Avenue<br>Des Moines, IA 50319 |
| **Kansas State Historical Society**<br>120 West 10th Street<br>Topeka, KS 66612 |
| **Louisiana State Museum**<br>751 Chartres Street<br>New Orleans, LA 70116 |
| **Maine State Archives**<br>State Capitol<br>Augusta, ME 04333 |
| **Maryland Department of General Services Hall of Records**<br>Saint John's Street and College Avenue<br>Annapolis, MD 21401 |
| **Massachusetts State Library of Massachusetts**<br>341 State House<br>Boston, MA 02133 |
| **Michigan History Division**<br>Michigan Department of State<br>Lansing, MI 48910 |
| **Minnesota Historical Society**<br>Division of Archives and Manuscripts<br>1500 Mississippi Street<br>St. Paul, MN 55101 |
| **Mississippi Department of Archives and History**<br>100 South State Street<br>Jackson, MS 39201 |
| **Missouri Department of Natural Resources**<br>100 East Capitol Avenue<br>Jefferson City, MO 65101 |
| **Montana Historical Society and Archives Board of Education**<br>225 North Roberts Street<br>Helena, MT 59620 |

| State Historical Archives |
| --- |
| **Nebraska Historical Society and Archives**<br>1500 "R" Street<br>Lincoln, NE 68508 |
| **Nevada State, County, and Municipal Archives**<br>1807 North Carson Street<br>Carson City, NV 89710 |
| **New Hampshire State Historical Commission**<br>71 South Fruit Street<br>Concord, NH 03301 |
| **New Jersey Bureau of Archives**<br>New Jersey State Library<br>185 West State Street<br>Trenton, NJ 08625 |
| **New Mexico State Records Center and Archives**<br>404 Montezuma Street<br>Santa Fe, NM 87503 |
| **New York State Archives**<br>Cultural Educational Center<br>Empire State Plaza<br>Albany, NY 12230 |
| **North Carolina Division of Archives and History**<br>109 East Jones Street<br>Raleigh, NC 27611 |
| **State Historical Society of North Dakota**<br>Liberty Memorial Building<br>Bismarck, ND 58505 |
| **Ohio Historical Society Division of Archives and Manuscripts**<br>1982 Velma Avenue<br>Columbus, OH 43211 |
| **Oklahoma Department of Libraries**<br>200 N.E. 18th Street<br>Oklahoma City, OK 73105 |
| **Oregon Division of Archives**<br>Office of Secretary of State<br>1005 Broadway, N.E.<br>Salem, OR 97301 |
| **Pennsylvania Historical and Museum Commission**<br>William Penn Memorial Museum<br>3rd and North Streets<br>Harrisburg, PA 17120 |
| **Rhode Island State Archives**<br>314 State House<br>Providence, RI 02900 |

| State Historical Archives |
|---|
| **South Carolina Department of Archives and History**<br>P.O. Box 11669<br>Columbia, SC 29211 |
| **Tennessee State Library and Archives**<br>403 7th Avenue North<br>Nashville, TN 37219 |
| **Texas Library and Historical Commission**<br>1201 Brazos<br>Austin, TX 78701 |
| **Utah State Archives**<br>State Capitol<br>Room 28<br>Salt Lake City, UT 84114 |
| **Vermont Division of Public Records Agency of Administration**<br>State Administration Building<br>Montpelier, VT 05602 |
| **Virginia State Library**<br>11th and Capitol Streets<br>Richmond, VA 23219 |
| **Washington State Capitol Historical Association**<br>211 West 21st Avenue<br>Olympia, WA 98501 |
| **West Virginia Department of Archives and History**<br>Science and Cultural Center<br>Charleston, WV 25305 |
| **Wisconsin Historical Society**<br>Division of Archives<br>816 State Street<br>Madison, WI 53706 |
| **Wyoming State Archives and Historical Department**<br>Barrett Building<br>Cheyenne, WY 82002 |

# *ARCHIVES*

| American Church Archives |
|---|
| **American Baptist Historical Society**<br>1100 South Goodman Street<br>Rochester, NY 14620 |
| **American Catholic Historical Association**<br>Catholic University of America<br>Washington, DC 20071 |
| **Archives of the Greek Orthodox Arch-Diocese of North America**<br>10 East 79th Street<br>New York, NY 10021 |
| **Archives of the Mother Church**<br>The First Church of Christ Scientist<br>107 Falmouth Street<br>Boston, MA 02110 |
| **Church of Jesus Christ of Latter-Day Saints Genealogical Association**<br>54 East South Temple Street<br>Suite 1006<br>Salt Lake City, UT 84111 |
| **Congregational Christian Historical Society**<br>14 Beacon Street<br>Boston, MA 02108 |
| **Lutheran Ministerium of Pennsylvania Historical Society**<br>Lutheran Theological Seminary<br>7333 Germantown Avenue<br>Philadelphia, PA 19119 |
| **Mennonite Historical Library**<br>Bluffton College<br>Bluffton, OH 45816 |
| **Moravian Archives**<br>North Main at Elizabeth<br>Bethlehem, PA 18015 |
| **Presbyterian and Reformed Church**<br>Historical Foundation<br>Assembly Drive<br>Montreat, NC 28757 |
| **The Protestant Episcopal Church**<br>Church Historical Society<br>606 Rathervue Place<br>Austin, TX 78700 |

# VII. ADDRESSES

- **The International Genealogical Index (IGI)**

Open to the general public are the Salt Lake City library and branch churches and offices of the Latter Day Saints (Mormon Church).

The local branches have the microfiche indexes for the one and a half million rolls of microfilm kept in Salt Lake City. If you locate information about your ancestor on one of the microfiche, you can copy down the reference number and order out the microfilm which will be shipped to the local church. When the film arrives you are contacted by post card at which time you may view the microfilm and make a hard copy. What kind of records can you expect to find? All types, but the most common are the microfilm photos taken of the actual church registries and christenings, marriages, and deaths of all church denominations in practically all countries of the world. Records exist for over 118,000,000 ancestors!

Another option is to write to:

Pedigree Research Survey
54 East South Temple Street
Suite 1001
Salt Lake City, Utah 84111

For a small fee, they will provide you with LDS records, family work sheet and suggestions for future research. They will also provide you with names of relatives who are working on your family tree.

Elsewhere in this book, under "Master Resource Address Directory" you will find the addresses of companies in Salt Lake City which will do specialized research for you. Also listed in that same section is the address for "Roots Cellar" in Salt Lake City. By sending a $5.00 per surname fee, they will access the LDS computer and send you copies of all research done on the specific name(s) you submit. The name and address of the submitter is listed so you can contact that individual for additional information.

How useful are these LDS records? In the case of using the local LDS church, I was able to trace back one line of our family from 1816 to 1642. In the case of "Roots Cellar", by contacting the submitter I was able to obtain the entire family history of one line of the family back to 1565. The information

included wills, pictures of the family estate in England, and considerable additional family information.

The LDS church is definitely the place to start your search after you have exhausted family and local records. Here you can trace not only the family in the old country, but in addition you can find out if any other relative has ever done any research. In fact, you may not have to "reinvent the wheel" because you may discover someone else who had already done the work!

| IGI BRANCH ADDRESSES | |
|---|---|
| **Arizona** | |
| Mesa Arizona Stake<br>464 East First Avenue<br>Mesa, AZ 85204 | Phoenix Arizona Stake<br>2235 West Verde Lane<br>Phoenix, AZ 85015 |
| Phoenix Arizona North Stake<br>1144 West Myrtle Avenue<br>Phoenix, AZ 85063 | |
| **California** | |
| Blythe California Stake<br>1203 Broadway<br>Needles, CA 92363 | Camarillo California Stake<br>1487 Jilia Court<br>Camarillo, CA 93010 |
| Carlsbad California Stake<br>3866 Althea Lane<br>Carlsbad, CA 92008 | Cerritos California Stake<br>12310 Telegraph Road<br>Santa Fe Springs, CA 90670 |
| Cerritos California West Stake<br>21122 South Alburtis<br>Lakewood, CA 90715 | Escondido California Stake<br>609 North Citrus<br>Escondido, CA 92027 |
| Eureka California Stake<br>2734 Dolbeer Stake<br>Eureka, CA 95501 | Fresno California Stake<br>4974 North Fresno Street<br>Suite 565<br>Fresno, CA 93726 |
| Lancaster California Stake<br>44143 Elm Street<br>Lancaster, CA 93534 | Modesto California Stake<br>2115 North Danair Avenue<br>Trulock, CA 95380 |
| Newbury Park California Stake<br>613 Paeso LaPerla<br>Newbury Park, CA 91320 | Oakland California Stake<br>4780 Lincoln Avenue<br>Oakland, CA 94602 |
| Orange California Stake<br>596 South Dumas Road<br>Orange, CA 92669 | Palm Springs California Stake<br>320-660 Whispering Palm<br>Cathedral City, CA 92234 |
| Sacramento California Stake<br>5343 Halsted Avenue<br>Carmichael, CA 95608 | San Diego California Stake<br>3705-10th Avenue<br>San Diego, CA 92103 |

| IGI BRANCH ADDRESSES | |
|---|---|
| San Jose California Stake<br>2175 Santiago Street<br>San Jose, CA 95150 | Santa Clara California Stake<br>c/o Ms. Naomi Gerns<br>1936 Bohannon Drive<br>Santa Clara, CA 95050 |
| Santa Maria California Stake<br>c/o Ms. Janet Maughan<br>822 East Laguna<br>Santa Maria, CA 93455 | Simi Valley California Stake<br>P.O. Box 3276<br>Simi Valley, CA 93063 |
| Southern California Area Branch<br>Genealogical Library<br>10741 Santa Monica Boulevard<br>Los Angeles, CA 90025 | Whittier California Stake<br>14043 Eastridge Drive<br>Whittier, CA 90606 |
| **Colorado** | |
| Colorado Springs Colorado Stake<br>411 East Del Norte<br>Colorado Springs, CO 80907 | Cortez Colorado Stake<br>28103 Country Road H<br>Cortez, CO 81321 |
| Durango Colorado Stake<br>#5 Pine Tree Way<br>Durango, CO 81301 | Grand Junction Colorado Stake<br>P.O. Box 40003<br>Grand Junction, CO 81504 |
| Littleton Colorado Stake<br>P.O. Box 2801<br>Southglenn Branch<br>Littleton, CO 80161 | Pueblo Colorado Stake<br>c/o Ms. Frieda Nielson<br>1820 Garwood Drive<br>Pueblo, CO 81005 |
| **Delaware** | |
| Wilimington Delaware Stake<br>22 Minquil Drive<br>Newark, DE 19713 | |
| **Florida** | |
| Hialeah/Ft. Lauderdale<br>Florida Stake<br>213 East 61st Street<br>Hialeah, FL 33013 | Orlando Florida Stake<br>100 Dundee Drive<br>Fern Park, FL 32730 |
| **Georgia** | |
| Macon Georgia Stake<br>2065 Regent Street<br>Macon, GA 31211 | Marietta Georgia Stake<br>5245 Moon Road<br>Powder Spring, GA 30073 |
| Sandy Springs Georgia Stake<br>5694 Throwbridge Drive<br>Dunwoody, GA 30038 | |
| **Hawaii** | |
| Hilo Hawaii Stake<br>17 Midioi Street<br>Hilo, HI 96720 | Honolulu Hawaii Stake<br>1560 South Beretania Street<br>Honolulu, HI 96826 |

## IGI BRANCH ADDRESSES

| | |
|---|---|
| **Idaho** | |
| Bear Lake Idaho Stake<br>Bear Lake County Library<br>Montpelier, ID 83254 | Idaho Falls Idaho Stake<br>720 North Wabash Avenue<br>Idaho Falls, ID 83401 |
| Idaho Falls Ammon West Stake<br>1975 Eagle Drive<br>Idaho Falls, ID 83401 | Idaho Falls West Stake<br>854 Claire View Lane<br>Idaho Falls, ID 83401 |
| Idaho Falls East Stake<br>1652 Johnson<br>Idaho Falls, ID 83401 | Meridian Idaho East Stake<br>4167 Columbine Street<br>Boise, ID 83704 |
| Pocatello Idaho Stake<br>156-½ South 6th Avenue<br>Pocatello, ID 83201 | Twin Falls Idaho Stake<br>401 Maurice St. North<br>Twin Falls, ID 83301 |
| Upper Snake River Stake<br>Ricks College Library<br>Rexburg, ID 83440 | |
| **Illinois** | |
| Champaign Illinois Stake<br>8 McDonald Court<br>Champaign, IL 61821 | Naperville Illinois Stake<br>5301 Benton Avenue<br>Downers Grove, Il 60515 |
| Rockford Illinois Stake<br>1856 Hutchins<br>Rockford, IL 61108 | Wilmette Illinois Stake<br>2081 Lake Avenue<br>Wilmette, IL 60091 |
| **Indiana** | |
| Indianapolis Indiana Stake<br>720 Woodale Terrace 18<br>Greenwood, IN 46142 | |
| **Maine** | |
| Augusta Main Stake<br>2 Sylvan Road<br>Hallowell, ME 04347 | |
| **Massachusetts** | |
| Boston Massachusetts Stake<br>14 Wedgewood Road<br>Natick, MA 01760 | |
| **Michigan** | |
| Grand Rapids Michigan South Stake<br>2510 Lake Drive<br>Grand Rapids, MI 49506 | Midland Michigan Stake<br>1414 Timber Drive<br>Midland, MI 48640 |
| **Minnesota** | |
| Minneapolis Minnesota Stake<br>1001 East 66th Street, #B<br>Richfield, MN 55423 | St. Paul Minnesota Stake<br>436 East Eldridge Avenue<br>St. Paul, MN 55117 |

| IGI BRANCH ADDRESSES | |
|---|---|
| **Montana** | |
| Billings Montana Stake<br>3617 Poly Drive<br>Billings, MT 59102 | Butte Montana Stake<br>220 Janney Road-Route 1<br>Butte, MT 59701 |
| Helena Montana Stake<br>P.O. Box 811<br>Helena, MT 59601 | |
| **Nevada** | |
| Las Vegas Nevada Stake<br>509 South Ninth Street<br>Las Vegas, NV 89101 | Reno Nevada Stake<br>Washoe Public Library<br>301 South Center<br>Reno, NV 89501 |
| **New Jersey** | |
| Morristown New Jersey Stake<br>1 Club Road<br>Chatham, NJ 07928 | |
| **New York** | |
| Buffalo New York Stake<br>c/o Mr. Fred Stoner<br>5074 Clearview Drive<br>Williamsville, NY 14224 | Plainview New York Stake<br>168 Ontario Avenue<br>New York, NY 11758 |
| Ithaca New York Stake<br>c/o Mr. Richard R. Brecht<br>3805 Pembroke Lane<br>Vestal, NY 13850 | New York New York State<br>Two Lincoln Square<br>3rd Floor<br>Broadway at 65th Street<br>New York, NY 10023 |
| Rochester New York Stake<br>635 Blue Spruce Road<br>Webster, NY 14580 | Yorktown New York Stake<br>12 Green Meadow Lane<br>New Cannan, CT 06840 |
| **North Carolina** | |
| Fayetteville North Carolina Stake<br>c/o President Edward E. Brock<br>2325 Hope Mills Road<br>Fayetteville, NC 28304 | Raleigh North Carolina Stake<br>c/o Margaret Muster<br>10408 Noel<br>Bailey Road, NC 27614 |
| **North Dakota** | |
| Fargo North Dakota Stake<br>2426 9th Street South<br>Fargo, ND 58103 | |

| IGI BRANCH ADDRESSES | |
|---|---|
| **Ohio** | |
| Cincinnati Ohio Stake<br>5505 Bosworth Place<br>Cincinnati, OH 45212 | Cleveland Ohio Stake<br>Sylvan K. Ashbury<br>c/o Mr. Frederick Blackburn,<br>Technical Supervisor<br>4077 Dryden Drive<br>North Olmstead, OH 44070 |
| Dayton Ohio Stake<br>3089 Revlon<br>Kettering, OH 45420 | Kirtland Ohio Branch<br>Genealogical Library<br>c/o Mike Jennings<br>8800 Billings Road<br>Kirtland, OH 44094 |
| **Oregon** | |
| Eugene Oregon West Stake<br>3550 West 18th Street<br>Eugene, OR 97402 | Salem Oregon Stake<br>7305 Lardon Road NE<br>Salem, OR 97302 |
| **South Carolina** | |
| Columbia South Carolina Stake<br>115 Saddlemount Drive<br>Hopkins, SC 29061 | |
| **Tennessee** | |
| Chattanooga Tennessee Stake<br>3411 Roberts Road<br>Chattanooga, TN 37416 | |
| **Texas** | |
| Austin Texas Stake<br>702 River Bend Drive<br>Georgetown, TX 78626 | Beaumont Texas Stake<br>1815 Peterson<br>Nederland, TX 77627 |
| El Paso Texas Stake<br>3651 Douglas Avenue<br>El Paso, TX 79903 | San Antonio Texas Stake<br>c/o Turley Chrio. Clinic<br>131 Babcock Road<br>San Antonio, TX 78201 |
| **Utah** | |
| Bountiful Utah Heights Stake<br>c/o Bishop Edgar Drake<br>981 East 250 South<br>Bountiful, UT 84010 | Brigham City Utah South Stake<br>10 South 4th East<br>Brigham City, UT 83401 |
| Lehi Utah Stake<br>50 East North Temple<br>Room 264<br>Salt Lake City, UT 84150 | Ogden Utah Stake<br>539 24th Street<br>Ogden, UT 84401 |

| IGI BRANCH ADDRESSES | |
|---|---|
| Rose Park North Stake<br>c/o President Donald Phillips<br>1521 Goodwin Avenue<br>Salt Lake City, UT 84116 | Sandy Utah East Stake<br>10208 South 1280 East<br>Sandy, UT 84070 |
| South Jordan Utah Stake<br>1078 West 9840 South<br>Riverton, UT 84065 | Springville Utah Stake<br>686 R. Cutler Avenue<br>Springville, UT 84663 |
| Utah Valley Branch Library<br>4226 HBL Library<br>Brigham Young University<br>Provo, UT 84602 | Uintah Basin Branch<br>Genealogical Library<br>P.O. Box 398<br>Vernal, UT 84078 |
| **Washington** | |
| Kennewick Washington Stake<br>317 West 10th Avenue<br>Kennewick, WA 99336 | Moses Lake Washington Stake<br>449 Fircrest<br>Moses Lake, WA 98837 |
| Mount Vernon Washington Stake<br>421 North Barker<br>Mount Vernon, WA 98273 | Olympia Washington Stake<br>715 Hansen Street<br>Olympia, WA 98503 |
| Richland Washington Stake<br>1406 Perkins<br>Richland, WA 99352 | Seattle Washington North Stake<br>5701 8th Avenue NE<br>Seattle, WA 98105 |
| Spokane Washington Stake<br>North 919 Pines Road<br>Spokane, WA 99206 | Tacoma Washington Stake<br>5502-36th Street West<br>Tacoma, WA 98466 |
| Vancouver Washington Stake<br>12009 SE 11th Street<br>Vancouver, WA 98664 | |
| **Wisconsin** | |
| Beloit Wisconsin Stake<br>301 Garden Drive<br>Belvidere, IL 61008 | Milwaukee Wisconsin Stake<br>3061 West Green Avenue<br>Milwaukee, WI 53221 |
| Madison Wisconsin Stake<br>1711 University Avenue<br>Madison, WI 53706 | |
| **Wyoming** | |
| Cody Wyoming Stake<br>1030 Red Butte<br>Cody, WY 82930 | Evanston Wyoming Stake<br>250 County Road<br>Evanston, WY 82930 |
| Kemmerer Wyoming Stake<br>c/o Ms. Inez Morris<br>921 3rd West Avenue<br>Kemmerer, WY 83101 | Wyoming Stake<br>c/o Laramie County Library<br>2800 Central Avenue<br>Cheyenne, WY 82201 |

# *MASTER RESOURCE ADDRESS DIRECTORY*

| **Soldier Burial Records** | |
|---|---|
| By writing to the address below, you can obtain the exact cemetery location within the cemetery of any service man buried in any U.S. military cemetery. | |
| Cemetery Service<br>National Cemetery System<br>Veterans Administration<br>810 Vermont Avenue<br>Washington, DC 20420 | |
| **Newspapers on Microfilm** | |
| By writing to the addresses below and requesting their catalogs, you can obtain a complete list of newspapers microfilmed and where they can be located. | |
| Bell & Howell Micro Photo Div.<br>Old Mansfield Road<br>Wooster, OH 41691 | Microfilming Company of America<br>1620 Hawkens Avenue<br>Box 10<br>Sanford, NC 27330 |
| University Microfilms<br>300 North Zeeb Road<br>Ann Arbor, MI 48106 | |
| **Maps** | |
| You can obtain 19th century fire insurance maps of individual buildings by either writing to the addresses below or purchasing the 1853 Fannin's Atlas from a local bookstore. | |
| Photoduplication Services Div.<br>Library of Congress<br>Washington, DC 20540 | 1853 Fannin's Atlas of City Maps<br>This packet of maps covers most large cities in the east, midwest and south. |
| Jonathon Sheppard Books<br>P.O. Box 2020<br>Plaza Station<br>Albany, NY 12220 | |
| **Cemetery Association** | |
| Membership includes: conferences, newsletters, and access to field notes and photographic archives. | |
| Association for Gravestone Studies<br>1233 Cribb Street<br>Toledo, OH 43612 | |

| Adoption Search and Support Organizations | |
|---|---|
| Adoption Assistance Agency<br>18645 Sunburst Street<br>Northridge, CA 91324 | Tracers<br>39 Broadway<br>New York, NY 10006<br><br>Files contain 300,000 children/parents seeking data. |
| Triadoption Library<br>7571 Westminister<br>Westminister, CA 92683<br><br>Has information on other search and support groups, reunions taking place, registries, applicable state laws, etc. | |
| **German Ancestor Research** | |
| Christian M. Jahne<br>Postfach 3009<br>7000 Stuttgart I<br>Germany<br><br>Send $1.00 for information. | |
| **Salt Lake City Research** | |
| David Barss Genealogical Services<br>P.O. Box 174<br>North Salt Lake City, UT 84054 | GME<br>P.O. Box 11747<br>Salt Lake City, UT 84147 |
| Budget Research Services<br>Jerry Jacobson<br>7161 South 2155 East<br>Salt Lake City, UT 84121<br><br>By far the least expensive! | |
| **Genealogical Book Rental** | |
| Send $4.00 for catalog plus $1.50 for postage and handling. They have 4000 books for rent. | |
| | |
| Stagecoach Library for Genealogical Research<br>1840 South Wolcott Ct<br>Denver, CO 80219 | National Archives Microfilm Rental<br>P.O. Box 2940<br>Hyattsville, MD 20784 |

| Immigrant Arrival/Passenger Search | |
|---|---|
| Transoceanic Ship Registry<br>P.O. Box 2487<br>Edison, NJ 08818<br><br>Send $3.00 for each name to be searched. | |
| **Census Research** | |
| For information from 1790-1870, send $4.00 per name. For information from 1880-1910, send $8.00 per name. They take Visa and Mastercard. | |
| Desert Census Service<br>P.O. Box 11902<br>Salt Lake City, UT 84147 | |
| **Genealogical Research Tours** | |
| Mr. Bill Linder<br>4615 South 9th Street<br>Arlington, VA 22204-3001<br><br>Salt Lake, Washington, DC, England, Germany, etc. | |
| **Genealogical Helper Magazine and "Roots Cellar" Computerized Family Files** | |
| The Everton Publishers, Inc.<br>P.O. Box 368<br>Logan, Utah 84321 | |
| **Other Lending Libraries** | |
| American Genealogical Lending Library<br>P.O. Box 244<br>Bountiful, Utah 84011<br>(801) 298-5358 | Genealogical Center Library<br>P.O. Box 71343<br>Marietta, GA 30007-1343 |
| **Military Records** | |
| Reference Services Branch<br>(NNIR) National Archives<br>Records and Administration<br>7th Pennsylvania Avenue<br>NW Washington, DC 20408<br><br>For military service up to WWI. Ask for form NATF 80. Fill this out and send it in. They will research the requested information. The cost is $5.00 once the file is located. | |

| Information on U.S. Citizens Who Were Born or Died Outside the United States | |
|---|---|
| Health Resource Administration<br>National Center for Health Statistics<br>Rockville, MD 20852 | |
| **Information for Research in Black Culture** | |
| Schomburg Center for Research in Black Culture<br>103 West 135th Street<br>New York, NY 10030<br><br>This organization has a ten volume Negro Heritage Library, all of the censuses with the slave schedules, and acts as a repository for copies of black research. | |
| **For Government Price Lists** | |
| National Archives and Records Service<br>Publications Sales Branch<br>Washington, DC 20408 | |

# VIII. THE FOLLOW THROUGH

## Checklist

### Baptismal Records

A) Local Church
B) Regional Church Headquarters
C) World Headquarters

### Bible Records

A) Family
B) Relative

### Biography

A) National
B) State
C) Local
D) Individuals

(Books, magazines, newspapers, newsletters.) A library in your area will be able to help with all types. Ask about interlibrary loans.

### Birth Records

A) State Vital Records
B) Country Clerks
C) City Clerks
D) Newspaper Birth Notices
E) Local Church Records
F) Civil War Pension Files - often include veteran's as well as offspring and spouse.
G) Death Certificates from State, County or City
H) Obituaries
I) Family Bibles
J) Selective Service Records
K) International Genealogical Index (IGI) formerly known as Computer File Index (CFI) has several million documented births throughout the U.S.

### Bounty Land File

A) Use NATF Form 80
B) Revolutionary War Index

U.S. Military Veterans 1775-1885 eligible for land grants.

## Checklist

### Cemetery Record

A) City, County, or State Death Certificates
B) Obituary Notices
C) City Clerk for City Cemetery Association
D) Sexton/Secretary of Cemetery
E) Local Genealogical Society

### Chamber of Commerce

If you are at a loss for names and/or addresses in an area, the local Chamber is usually more than happy to help at no charge.

### Christening Record

A) From Local Church
B) Regional Church Headquarters
C) World Headquarters

### Church Records

A) Christenings
B) Births
C) Blessings
D) Baptisms
E) Deaths
F) Marriages
G) Admissions
H) Dismissals
I) Publications

### City or Local Directories

A) Libraries in Locality
B) Genealogical Society in Locality
C) Local Genealogical Society

### City Histories

A) Local, University or National Libraries
B) Local Chamber of Commerce
C) Local Genealogical Society

### Civil War Records

A) Union Military, Bounty Land, and Pension Files use NATF Form 80
B) Confederate Soldiers - each particular State Archives

### Court Records

A) Clerk of the Court
B) State Archives

Includes divorce records, contracts, deeds, probate proceedings, adoptions, marriage licenses, criminal records, etc.

## Checklist

### Death Records

A) State Vital Records
B) County Clerk
C) City Clerk
D) Probate - Will Clerk of the Court
E) Church Records
F) Cemetery Records
G) VIP's in New York Times Obituary Index
H) Obituary in Local Newspapers
I) Coroner's Records
J) Civil War Pension File - will give death date of veteran
K) Mortuary Records
L) Military Records
M) Family Bible
N) International Genealogical Index (IGI) - has millions of entries

### Divorce Records

A) State Vital Records
B) County Clerk
C) Newspaper Notices
D) Church Records
E) Family Records

### Emigration and Immigration Records

A) Departure Records
B) Sale of Property
C) Permit to Emigrate - Emigrate Register Indexes in Archives of Country or Locality
D) Passenger Agreement - Merchant Records on microfilm at UGS Library and Historical Society of Penn
E) "Pest" Hospital Records on microfilm at Historical Society of Penn
F) Passenger Lists - see Filby's - available at any large genealogical library
G) Indentures - see court records in port of entry and other localities
H) Newspaper Notices of Safe Arrival and Letters of Thanks to the Captain
I) Alien Registration - local court
J) Naturalization - local court
K) Oaths of Allegiance - court record in port of entry

### Employment Record

A) Civil Service Records - generally accessible
B) Social Security - only for those who died after 1934
C) Large Corporations - Fortune 500 companies

## Checklist

### Family Organizations

A) In Genealogical Magazines
B) Family Registry - Write to them at: 50 East North Temple Street, Salt Lake City, UT 84150
C) Local, State, and National Genealogical Society Publications

### Farm Census

Scant detail compared to the regular census, but some additional data.

### Federal Census Records

A) Soundex 1880 - 1900 - 1910
B) Those published in book form 1790 - 1860 with a few in 1870 are the most efficient means of searching (see our PLS form).

1790 - 1910 are indexed with the exception of 1870 in most states and 1890 (destroyed in a fire) in all states. Non-indexed censuses require a great deal of time.

### Fraternal Organizations

Contact the national headquarters.

### Genealogical Libraries

Visit in your locality or the area where you are searching.

### Genealogies Published

A) Genealogical Libraries
B) Genealogical Societies
C) Local Libraries
D) State Archive Libraries
E) Library of Congress
F) Relatives the Follow Through

### Historical Societies

Be sure to send a SASE.

### Historical Books

A) Check Local Library
B) Genealogical Library
C) Check Library in Your Area - ask about interlibrary loans

## Checklist

### Home

A) Letters
B) Bibles
C) Journals
D) Scrapbooks
E) Diaries
F) Biographies
G) Photographs
H) Drawings
I) Newspaper Clippings
J) School Records

### How to Do Genealogy Source Book

The Handy Book for Genealogist. This source list is probably the most comprehensive without turning into a dictionary.

### Land Records

A) City Offices
B) County Office
C) State Department of Land
D) BLM Regional Office

### Local Directories

A) Public Libraries
B) Schools
C) Historical Genealogical Societies
D) Churches - Vital Records/Baptism Dismissals
E) State Archive Library - usually in the city capital

### Marriage Record

A) State Vital Records
B) County Records
C) Court Records
D) Church Records
E) Local Newspapers
F) Mortuary Records
G) Cemetery Records
H) Bible Records
I) Military Pension File

### Microfiche and Microfilm

The LDS Church Genealogical Library in Salt Lake City, UT has more than 1 billion records on file from all over the world.

### Military Records

Prior to 1914 use NATF Form 80, after 1914 use Standard Form 180 and contact a regional office of the Veterans Administration.

## Checklist

### Mortality Schedules

Are comprised of death records of those individuals who died in the years prior to 1850-60-70-80 in the United States.

### Naturalization Records

A) Prior to 1906 write to Regional INS office to find out local court
B) Write to local court, if known
C) After 1906 write INS using Form N-585

### Newspapers

A) Articles about your research subject
B) Check for Newspapers on Microforms at your local library with an interlibrary loan service

### Passenger Lists

A) Write NATF
B) Have professional Search Indexes
C) Borrow from Genealogical Library
D) Check Filby's

### Pension Records of Military Veterans

A) NATF, Washington, DC 20408 - ask for Form 80, expect about a five month wait

### Probate Records

Locate Clerk of the Court where the individual died.

### Research Coordination Data Base

A) LDS Church (free)
B) Others - see genealogical publications

Join a free research coordination system so that you and whoever else may be researching the same line can coordinate your efforts. A great way to split research costs.

### Revolutionary War Records

A) Write to National Archives NATF Form 80 - about a five month backlog of orders
B) Check Pension Index

### Selective Service Records

Draft cards for all males born between 1873 and 1900 who were living during WWI. Write to NARS Regional Archives Branch, Saint Joseph Avenue, East Point, GA 30344.

## Checklist

### State Archives

Send SASE for description of holdings, obtain address through telephone listings or library in your locality.

### State Census

1855-65-76-85-95 at UGS Library or through archives of each particular state.

### Tax Records

A) City
B) County
C) State

### Wills

Locate Court Clerk with custody of records in locality where individual died or lived in final years.

### Where to Write for Vital Records

A) Births
B) Deaths
C) Marriages
D) Divorce

Send $3.25 postage paid to - Superintendent of Documents; U.S. Government Printing Office; Washington, DC 20402 or telephone (202) 783-3238 and use a major credit card. This is one of the few bargains available. Includes all 50 states and territories.

# THE FOLLOW THROUGH

## LINEAGE ORGANIZATIONS YOU CAN JOIN

**Aztec Club of 1847**
5225 Westpath Way
Washington, DC 20036

For descendants of servicemen of the Mexican War.

**Descendants of the Signers of the Declaration of Independence**
1300 Locust Street
Philadelphia, PA 19107

**Ladies of the Grand Army of the Republic**
90 Conestoga Boulevard
Lancaster, PA 17602

For female descendants of Union soldiers

**National Society, Daughters of the American Revolution**
2412 Massachusetts Avenue, N.W.
Washington, DC 20008

For female descendants of Revolutionary War Patriots

**National Society, United States Daughters of 1812**
1461 Rhode Island Avenue, N.W.
Washington, DC 20005

**The Society of the Cincinnati**
2118 Massachusetts Avenue, N.W.
Washington, DC 20008

For male descendants of officers in the Revolutionary Army.

**Sons of Confederate Veterans**
Southern Station
P.O. Box 1
Hattiesburg, MS 39401

**Spanish War Veterans United**
801 Vermont Avenue, NW
P.O. Box 1915
Washington, DC 20013

For descendants of veterans of the Spanish-American War, 1898-99.

**United Daughters of the Confederacy**
328 North Boulevard
Richmond, Virginia 23030

# THE FOLLOW THROUGH

- **Where to Hire a Professional**

A professional genealogist can be hired by writing to the following:

The Board of Certification of Genealogists
1307 New Hampshire Avenue, N.W.
Washington, DC 20036

The Genealogical Society of the Church of
Jesus Christ of Latter Day Saints
Suite 1006
54 East South Temple Street
Salt Lake City, Utah 84111

Applicants of the Board of Certification of Genealogists take an exhaustive examination. Those who pass are licensed professional researchers for a five-year period.

Professional genealogists of the LDS Genealogical Society are certified after similar testing. Their exams concentrate on specific areas of America and on countries in which they show a great knowledge of the native language.

For a small fee, these agencies will send you a list of names, addresses, and the specialties of every professional genealogist currently on the agency's role.

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♦ **These sources can be rented from organizations listed in Chapter VII - Master Resource Address Directory.**


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